

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 12/30**

(Applicants who responded to Vacancy Announcement HNALL 12/19 do not need to reapply)

OPEN TO: All Interested Candidates

POSITION: A.I.D. Development Assistance Specialist, FSN-11, FP-4*

OPENING DATE: August 16, 2012

CLOSING DATE: August 30, 2012

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$ 61,759 (Starting salary)
(Position Grade: FP-4 will be confirmed by Washington)
*Ordinarily Resident: US\$22,127 (Starting salary)
(Position Grade: FSN-11)

LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds

U.S. Agency for International Development (USAID), Hanoi is seeking an individual for employment for the position of A.I.D. Development Assistance Specialist in its Office of Health (OH).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will be responsible for advising the OH and the U.S. Government (USG) agencies and partners on health systems strengthening (HSS) issues and programs. The incumbent will manage a broad range of planning, monitoring, coordination, capacity building, and implementation tasks related to HSS, particularly health finance and governance, and human resources for health (HRH) reform. The incumbent will also serve as a HSS subject matter expert and will provide technical leadership and guidance in the area of HSS focusing on sustainability, health financing, governance, and human resources for health. The incumbent will play a leadership role in the USG HSS technical working group; provide technical assistance and oversight to the entire HSS portfolio and collaborate with multiple technical teams within USAID's Office of Health, across USG agencies.

Please contact the Human Resources Office at 3850-5000 X5111 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master of Public Health or host country equivalent degree in the field of Medicine, Nursing, Epidemiology, Health Sciences, Health Policy, Behavioral, Business/Public Administration / Development or Social Sciences is required. (2) Must have at least five years experience in progressively and responsible experience in public health or organizational capacity development, including experience in oversight, design and implementation of health and systems strengthening activities. (3) Must have an expert knowledge of current health systems strengthening issues and interventions; in-depth knowledge of human resources for health programs, policies, regulations and precedents applicable to development and administration of national/international public health program; detailed knowledge of GVN health care system and structures including familiarity with HSS related policies, program priorities and regulations; knowledge of team management techniques to plan, organize and direct multidisciplinary and multi-cultural project teams and activities and overall administrative requirements. (4) Ability to work in a team environment is required. Must have strong interpersonal skills and tact, work well under extreme pressure, and demonstrate flexibility to manage multiple tasks and diverse programs at the same

time; strong oral and written communications skills and strong leadership skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches, including the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Considerable innovation to influence other collaborative organizations engaged in health systems strengthening activities to adopt appropriate strategies for their program activities. Must have ability to produce results within tight deadlines; manage administrative and project management systems for programmatic impact and sound resource management. **(5)** Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested). **(6)** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required **(7)** Knowledge and experience working in national HIV/AIDS response will be an advantage.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.html#appforms. Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy Hanoi
No. 7 Lang Ha, Dong Da, Hanoi
Tel. 84-4-3850-5000
FAX: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: AUGUST 30, 2012

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)